

## VMR-VRO GUIDELINE - VENDOR NAME CHANGE

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### Checklist Reference – Name Change Requests for Higher Ed Checklist

Name changes will usually result in the creation of a new vendor and the inactivation of the existing vendor.

Do not change the name on an existing vendor. Doing that will change the name on every voucher created for that vendor number and the audit trail will be compromised by making that change.

All vendor name changes need to be referred to the Vendor Registry Office (VRO). If you have received paperwork from a vendor indicating a name change please, fax that information to the Vendor Registry Office at 701-328-0108.

VRO has access to all payments made by state agencies and institutions of higher education, which helps with inactivating vendors and moving payments.

Name changes can be extremely complicated and require access to information that is not available to VMRs and knowledge about interfaces to the system.

As outlined below a VRO will:

- Contact the vendor regarding the name change to determine if this is a corporate name change or a subsidiary name change.
- Check for unpaid vouchers attached to the existing vendor.
- If there are interface locations attached, the appropriate state agency needs to be contacted regarding the changing vendor number.
- If the vendor is also a bidder, the vendor must be contacted to complete a new application with the new name.
- If the vendor is a sole proprietor, the vendor needs to be contacted to determine the date the business transferred from one owner to another to determine the proper 1099 reporting.
- This change will be included in the vendor consolidation report.

#### Exceptions:

In situations where an individual changes her name because of marriage or divorce, it may be permissible to keep the same vendor number and just change the last name. This needs supervisor approval.

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### **Name changes – what is acceptable and not acceptable written documentation:**

#### Not acceptable:

- Notification from a state or higher ed employee, state employee, or
- Notification by the vendor over the phone or by email.

#### Acceptable:

- A written notification from the vendor (letter or postcard) that may have been included in a statement or invoice.
  - A letter from the vendor indicating the old name and the new name
  - A postcard from the vendor indicating the old name and the new name
- A Notification of Change form, SFN 53654 which is on the State Procurement Office/Vendor Registry web site.
- A new Form W-9 or substitute W-9 form is needed to file under the new name.

#### Will reportable monies on the old vendor number report on a 1099?

That depends on total amount of the reportable payments. Any reportable payments under \$600 will not report on the old vendor. The reportable payments would need to be moved to the new vendor number.

Exceptions: None

*Feel free to contact the Vendor Registry Office at [spovendor@nd.gov](mailto:spovendor@nd.gov) for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.*